



JOB DESCRIPTION

Position Title: **Director**

Working Title: **Public Works Director**

Class Code: 3507

Exempt

EEO Code: 01

Effective Date: August 30, 2002

Major Function

Provides leadership and directs the application of sound engineering principles in transportation and stormwater planning, design and construction, contract supervision, construction inspection, surveying, environmental management, and the maintenance and operation of roads, trails, traffic and stormwater drainage facilities for the County. Coordinates with the Board of County Commissioners, County Manager, other Federal, State, and local public agencies in the planning and engineering of transportation, traffic and stormwater related facilities. Serves as the Executive Director of the Seminole County Expressway Authority.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Develops, recommends, and implements operating policies, procedures, and programs to affect the efficient and effective operations of the Public Works Department.

Organizes and administers the work effort of assigned divisions including road construction and maintenance; stormwater management; traffic engineering; engineering; and financial management of transportation funds.

Plans and recommends to the County Manager short and long range goals and solutions for transportation issues.

Establishes construction projects and service priorities consistent with the direction of the County Manager. Performs special studies, reports and projects as required.

Prepares and presents the Department's annual budget and assures continued adherence to parameters of adopted budgets.

Exercises final authority regarding hiring, termination, performance evaluation, disciplinary, and/or commendatory actions for employees of the Public Works Department.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Extensive knowledge of the current practices and procedures of management and their application to the operation of a complex Public Works organization consisting of several technical functions. Extensive knowledge of planning principles

and practices applicable to public works and engineering programs and activities. Extensive technical competence in civil, highway, and construction engineering, stormwater management and traffic engineering.



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Ability to plan, organize, and direct effectively. Ability to communicate effectively, both orally and in writing with subordinates, superiors, elected officials and the general public. Ability to establish and maintain effective working relationships with a broad spectrum of personnel within the County structure, in other governmental agencies, and the general public.

Master's Degree in Public Administration, Civil Engineering or a closely related field and five (5) years progressively responsible professional level experience in the administration and supervision of a diverse public works operation.

Pursuant to Florida Statutes, Chapter 112, incumbent must annually file "Form 1, Limited Financial Disclosure" in the County of their residence.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

This position is an appointed service classification.

Working Conditions

The work environment is primarily an office setting, with occasional travel to field location to perform management functions.